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Office Memorandum • UNITED STATES GOVERNMENT

TO : Security Officer
THRU : Comptroller
FROM : Acting Management Officer

DATE: 2 February 1954

SUBJECT: Employee Index Number

1. The Management Improvement Staff, in conjunction with the Personnel Office, and Office of the Comptroller, has been investigating the benefits to be derived from the use of an employee "Index" number and has found that substantial benefits can be realized. However, before establishing and using such a number it is requested that the Security Office determine if any security risk would evolve which would preclude the use of such a number and inform this office of its decision.

2. An employee Index number would be established and used as follows:

a. The Index number would consist of six or seven digits and would be constructed so that the strength of the Agency could not be determined from the number itself or in conjunction with several other index numbers.

b. The Index number would be assigned to an employee when he enters on duty and would be used only within the Agency; it would not be used in correspondence, cables or other forms of written or graphic material likely to be sent outside of the Agency.

c. The Index number would be used continuously as long as the employee is a staff employee of the Agency. When an employee resigns, is separated from or otherwise disassociated with the Agency, his Index number would not be reassigned for a period of five or more years. If a former employee is "re-employed", he would be re-assigned his original index number.

d. The Index number would be used together with the employee's name or in lieu of the employee's name wherever the use of a numerical designation would result in greater economy, efficiency, accuracy and in some cases security, in processing and compiling current and historical personnel and fiscal accounting records.

3. There are several different sets of employee numbers now being used for various personnel and accounting records. Consequently, impractical, uneconomical and inefficient procedures must

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be followed to produce reports and studies where the various types of information about an employee must be correlated. The proposed Index number would replace the several different sets of employee numbers and would result in more economical, efficient and accurate administrative record keeping.

4. If you require more details in this matter, please contact
Room 201 Alcott Hall.

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/s/

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